



NOTICE OF TELECONFERENCE MEETING & AGENDA

Friday, June 26, 2020 11:00 a.m. – 1:00 p.m.

Conference Call Line: 916-407-1517, no password necessary

Video Conference: <https://www.uberconference.com/californiacannabisauthority>

In line with guidelines issued by the Department of Public Health and Executive Orders issued by the Governor of the State of California intended to minimize face-to-face interactions during the present State of emergency, CCA will conduct this meeting of the Board of Directors entirely by teleconference / video conference call with no physical locations available for participation by either Board Members or the public. Members of the public are encouraged, however, to call in and participate as they have in the past via our teleconferencing system and a time will be made available during the meeting for public questions and comments.

- I. **11:00 am** **Opening Remarks & Roll Call**
Supervisor Fennell, CCA President

- II. **11:05** **Approval of Minutes**
Supervisor Fennell, CCA President

- III. **11:10** **Planning for 2020/21**
Greg Turner, Executive Director / Counsel, CCA

- IV. **11:25** **Budget Memo / Adoption of Budget (Possible Action)**
Greg Turner, Executive Director / Counsel, CCA

- V. **12:00** **Platform Update**
Adam Crabtree, NCS Analytics

- VI. **12:10** **Transparency Project**
Greg Turner, Executive Director / Counsel, CCA
Adam Crabtree, NCS Analytics

- VII. **12:25** **Executive Director Contract (Possible Action) (Closed Session)**
Supervisor Fennell, CCA President

- VIII. **12:45** **2020 Calendar**
August 21 / September 25 / October 23 / November 20 / December 18

- IX. **Public Comment**
The Board welcomes and encourages public participation in its meetings. The public may take appropriate opportunities to comment on any issue before the Board. If public comment is not specifically requested, members of the public should feel free to request an opportunity to comment. Each speaker is limited to two minutes. If you are addressing the Board on a non-agenda item, the Board may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2). However, the Board's general policy is to refer items to staff for attention, or have a matter placed on a future Board agenda for a more comprehensive action or report.

- X. **12:50 p.m.** **Closing Comments & Adjournment**

Except where noticed for a time certain, all times are approximate and subject to change. The meeting may be canceled or changed without notice. For verification, please contact gturner@cca.ca.gov. Action may be taken on any item on the agenda. Items may be taken out of order, tabled or held over to a subsequent meeting, to accommodate speakers, or to maintain a quorum.

The Governor's orders (specifically Executive Order N-29-20) regarding the conduct of meetings of legislative bodies during the State of Emergency can be found at <http://www.gov.ca.gov/>



To: Members of the Board

From: Greg Turner, Executive Director / Counsel

Date: June 22, 2020

Re: CCA Budget 2020/2021 – Alternative Revenue Models

The 2019/2020 fiscal year has been one of opportunity, challenge, and change for CCA. As we look to the next fiscal year, I thought it would be appropriate to consider where we have been and where we see the organization going. Though where we go is ultimately a decision of this Board and the Members, I thought I would outline some of my thoughts for your consideration.

Entering our third fiscal year, my role has changed from general counsel to both Executive Director and Counsel in the wake of Cara Martinson's departure. Change is often difficult, but it also affords opportunities for those willing to seize upon them. Almost simultaneously our State and Nation experienced a worldwide pandemic that effectively shut down the economy for more than two months. We are still far from recovery. Though some activities continued, including commercial cannabis activities, the additional burden placed on State and local governments has been hugely disruptive to say the least. The fiscal ramifications are likely only beginning to materialize and by most accounts are expected to place strains on government resources for years to come.

During these challenging times, the mission of CCA has remained focused on improving our data Platform. Our Platform, provided by our partner NCS Analytics, gives local governments taxing and regulating commercial cannabis action-oriented analytics on commercial cannabis activities helping ensure maximum regulatory and tax compliance as efficiently and effectively as possible. Though our initial intent to access the State's "track and trace" data directly continues to allude us, we continue to pursue to matter while at the same time having developed alternative sources for track and trace data, so crucial to any meaningful regulatory oversight and tax compliance of commercial cannabis activities.

In recent weeks, CCA has responded to concerns raised by licensees that independent reporting to counties was a duplication, placing yet another burden on the already overburdened industry. CCA responded with an alternative which allows licensees to forward a METRC API Key to us which allows CCA to begin pulling that licensee's transactional data directly from METRC, obviating the need for separate local/CCA reporting. This method has proven very successful, though to be truly useful, the method still requires at least monthly reports of sales price information as METRC does not track such details.

CCA continues to be a forum for members to share their regulatory and tax experiences, we continue to pursue a longer-term objective of supporting financial institutions choosing to enter the cannabis market, and as we accumulate data intend to provide our members data through which the public can be better informed about the role cannabis plays in their communities.

Through the end of this fiscal year, CCA's operational expenses have been funded largely through the generous support of CSAC Finance Corp. (CSAC FC). Standing up CCA, like standing up the State and local regulatory systems has taken time and has had its challenges. The lack of direct access to the State's METRC platform has tempered our expected growth; not even all our members have chosen to utilize the platform by requiring licensees to report data to us. Though we anticipate the new METRC API Key method will be a significant new opportunity for growth, it is merely potential. We must grapple with the very real circumstance that our revenue model and fee structure is predicated on platform use and without our members utilizing the platform, our revenue picture becomes decidedly uncertain.

A fee structure / revenue model based on use of the platform also means that those counties that utilize the platform fully pay more to support the organization than those who do not. Such discrepancies are natural in a system charging for use where members are not similarly situated (large commercial operations versus small commercial operations). For those similarly situated, however, the discrepancy can raise concerns of fairness. Monterey County, for example, which has a large and active cultivation industry and is fully utilizing the platform, has raised this concern at recent meetings.

To better frame the discussion, it is helpful to categorize CCA's costs into three tranches: (1) Platform Fees; (2) Sponsorship Fees (CSAC FC); and (3) Overhead and/or Organizational Costs.

Platform Fees reflect payments by CCA to NCS Analytics for use of the data platform itself. It is the heart of what CCA is about; accumulation and analysis of commercial cannabis transactional data. Individual County charges that vary, sometimes greatly, based on use of the platform should be self-evident. CCA initiated a contract with NCS Analytics in April of 2018 for a five-year term at a cost of 15 basis point (.0015) on all incoming analyzed transactions, payable quarterly.

Sponsorship Fees reflect payments by CCA to CSAC FC for both a return of its capital investment for startup costs and on-going marketing, licensing, and administrative support costs. CCA entered into a contract with CSAC FC in April of 2018 for a term of three years (auto renewing until 2024) for 5 basis points (.0005) until all capital investments have been recovered and then reducing to 3 basis points (.0003) thereafter.

What remains are the hard costs for CCA which in addition to some general office and other operational costs are payments for Staffing. Although CCA budgeted last year to expand staffing, due to poor revenue growth and the departure of Cara Martinson as Executive Director, no additional staff were hired and CCA's Legal and Executive Director Services are now both provided by myself. The interim Executive Director agreement between myself and CCA (\$2,000/month) and CCA is set to expire this month. The Legal Services contract, however, remains in effect having a five-year term and a monthly retainer of \$8,000.

To support this basic model, the first CCA fee model was adopted by the Board of Directors in March 2018. The fee was set at 35 basis points (.0035) of total sales/gross receipts/'transactions analyzed' within the jurisdiction over which it has cannabis regulatory authority. The structure was consistent

with other Software as Service providers models as the amount of data tracked and analyzed is tied to the fee paid and reflects a model based on use.

As standing up the organization, like regulation generally, started slower than we anticipated and our anticipated agreement to access METRC had yet to materialize, the Board in June of 2019 voted to modify the basic fee structure to require a minimum quarterly administrative fee to members who were not onboarding data into the platform of \$5,000. In addition, the use fee of 35 basis points was lowered to 15 (.0015) through 2019, and to 25 (.0025) beginning January 1, 2020. New members would have six months from the time of joining until the administrative fee would be imposed; though usage fees would begin upon use of the platform.

More recently, with the onset of the COVID-19 pandemic and the decision by State and local leaders to shutdown virtually all commercial activities, State and County revenues have come under extreme pressure. Though cannabis revenues might not be as severely impacted as other revenue sources, it is safe to say, local governments will be exploring every avenue to shed costs, regardless of the revenue sources they support. The gross receipts model can also produce unexpected expenditures. For example, in Monterey, Members of the Board of Supervisors recently raised questions about CCA costs when they exceeded budgeted amounts as a result of more commercial transactions occurring the market than expected and needed supplemental budget augmentation to pay CCA obligations. Though rising transactions also produces rising tax revenues for the County, costs are not always viewed through a prism of equally rising tides. Moreover, a gross receipts-based charge sometimes lacks symmetry in County's whose tax revenue is based on square feet under cultivation.

Below is a proposed budget for 2020/21 presuming the Board retains the existing revenue model of 25 basis points, and administrative fees of \$5,000/qtr. For members not on-boarding transaction data.



BUDGET PROPOSAL

		FY 2018-19 Revised	Proposed	FY 2019-20 Est. Actuals	Variance		FY 2020-21 Proposed
Sources:							
BEGINNING YEAR FUND BALANCE		178,214	198,980	198,980			81,831
REVENUES:							
Membership Fees		-					308,783
Administrative Fees				20,000			
Platform Fees			180,000	116,432	(43,568) -24.2%		
CSAC FC Contribution		200,000	-				
Interest		1,620	-	1,664	1,664		
TOTAL SOURCES		379,834	378,980	337,076	(41,904) -11.1%		390,614
Uses:							
EXPENDITURES:	Codes						
Professional Services	5050340	48,000	100,000	40,000	(60,000) -60%		24,000
Outside Legal Services	5050320	96,000	96,000	96,000	- 0%		96,000
Insurance	5050160	1,781	2,000	2,500	500 25%		2,500
Audit	5050030	10,000	10,000	7,500	(2,500) -25%		7,500
Program Marketing	5050010	450	5,000	-	(5,000) -100%		5,000
Website Management	5050100	17,321	5,000	4,412	(588) -12%		4,500
Sponsorship Fees (Misc Exp)	5050270	-	25,200	15,965	(9,235) -37%		48,000
Data Platform Fees (Data Communications)	5050100	-	75,600	84,502	8,902 12%		145,000
Board Travel	5050450	3,000	7,000	1,161	(5,839) -83%		3,500
Telephone / Telecommunications	5050440			1,201	1,201		1,200
Board Meetings	5050125	2,500	5,000	608	(4,392) -88%		2,500
Credit Card Fees	5050095	595	600	672	72 12%		650
Office Expenses	5050280	1,206	3,000	724	(2,276) -76%		1,500
TOTAL EXPENDITURES:							
Fixed Costs		180,854	233,600	154,778	(78,822)		148,850
Variable Costs		-	100,800	100,467	(333)		193,000
		180,854	334,400	255,245	(79,155) -24%		341,850
Net Cash Forward		198,980		81,831			48,764

Alternatives for Revenue Models

When considering alternative revenue models, we should keep in mind not only the costs we must cover, but also the distribution of that burden among the membership. As discussed, there are aspects of CCA’s cost structure that are naturally variable and correlate with a use volume-based fee structure. Overhead and staffing costs perhaps less so, though my experience thus far is that as transactional volume rises, so does the amount of administrative time committed to support that volume. So, while there is an aspect of organizational costs that might be appropriate for more ratable distribution, it is also fair to point out that there is an aspect of administrative costs that reflect use of the Platform.

With that in mind, we have discussed three options for the revenue model.

OPTION ONE: Status Quo

25 basis points (.0025) of gross receipts / transactions analyzed of data in the platform. For those Counties that have not onboarded licensee data into the platform, a quarterly charge of \$5,000 after six months of membership. This method is the basis on which the proposed Budget was drafted.

OPTION TWO: A per lb. charge of \$1 (\$.0625 / oz.)

As an option to Counties whose tax base is based on square footage, a per pound of cannabis sold/transferred. Similar to the State's cultivator tax which ranges from \$155 / lb. (\$9.65 per dry-weight ounce) to \$21.6 / lb. (\$1.29/oz), a CCA charge of \$1 (\$.0625 / oz). This type of charge might be more palatable in a cultivator centric county, particularly if the decision is made to pass the charge along to licensees.

OPTION THREE: 18 basis points + Fixed Overhead Charge for "Fixed Costs"

18 basis point (.0018) of gross receipts / transactions analyzed for each county with data in the platform. Quarterly payments reflecting CCA's annual budget for "Fixed Costs" (costs exclusive of Platform Fees and Sponsorship Fees) distributed among all members ratably. Re-allocation upon the addition of new members. New members pay the re-allocated share the quarter beginning six months after joining.

If you have any questions, please do not hesitate to contact me: gturner@cca.ca.gov.

CALIFORNIA CANNABIS AUTHORITY

MONTHLY RECAP | JUNE 2020

STATEWIDE MEDIANS



FLOWERING TIME:

CURE TIME:

CURE RATIO:

WET WEIGHT:

TOTAL HARVESTED YTD
POUNDS

840,258



**TOTAL HARVESTED
THIS MONTH**



74,898

POUNDS

TOTAL LIVE PLANTS:

365,658

PLANTED THIS MONTH: 20,756



HARVESTED THIS MONTH: 35,146

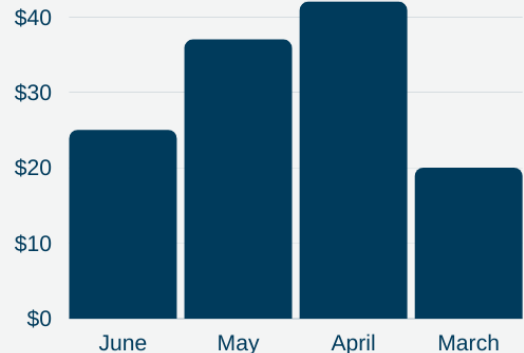


**WHOLESALE PRICE
FLOWER**



\$50

POUND



TOTAL TRANSFERS

EXTERNAL

INCOMING: 13,451

OUTGOING: 24,145



**NEW
LICENSES
THIS
MONTH**

42



TOTAL LICENSE COUNT

3,589

CONTRACT FOR EXECUTIVE DIRECTOR SERVICES
BETWEEN THE CALIFORNIA CANNABIS AUTHORITY AND
WM. GREGORY TURNER

This Agreement for Executive Director Services (“Agreement”), dated as of July 1, 2020 (“Effective Date”), is made and entered into by and between the California Cannabis Authority (the “CCA”), a California joint powers authority created pursuant to the Joint Powers Agreement, dated January 12, 2018 and effective January 23, 2018 (the “JPA Agreement”) and Wm. Gregory Turner (“Contractor”), sometimes individually referred to herein as a “Party” and collectively, as the “Parties.”

RECITALS

WHEREAS, pursuant to Section 8 of Article III of the JPA Agreement, the Board of Directors of the CCA is required to appoint an Executive Director who shall be responsible for the general administration of the business and activities of the CCA as directed by the Executive Committee; and

WHEREAS, the Board of Directors desires and is empowered by Section 8 of Article III of the JPA Agreement to retain a person or firm to provide Executive Director Services as an independent contractor to fulfill the Executive Director’s duties; and

WHEREAS, Contractor has served in various capacities representing California counties and through such experience has acquired special skills, abilities and knowledge regarding the role counties play in California government and public policy and specifically in regard to the role of state and local governments in regard to the legalization, regulation and taxation of recreational cannabis; and

WHEREAS, the CCA acknowledges Contractor is presently serving CCA as General Counsel and also engaged in the practice of law as a member of the California State Bar with clients unrelated to the activities and interests CCA; and

WHEREAS, Contractor warrants that he is qualified, competent, and desiring to render these services,

NOW THEREFORE, the Parties agree as follows:

1. SCOPE OF SERVICES

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES

CCA agrees to:

- 2.1 Provide access to any facilities or property necessary for the performance of this Agreement.
- 2.2 Make available all pertinent data and records for Contractor’s use and review in performing services under this Agreement.

3. FEES AND PAYMENT SCHEDULE

Contractor shall be paid the Monthly Retainer representing compensation for the Basic Services as specified in Exhibit A to this Agreement. Contractor’s Monthly Retainer shall be inclusive of any

travel and lodging expenses incurred in fulfilling duties as Executive Director. Additional services which are beyond the scope of the Basic Services described in Exhibit A or services that require in excess of an estimated average of 40 hours per month, shall be arranged by separate agreement. Contractor shall provide CCA with his Federal Tax I.D. number or social security number.

4. TERM OF AGREEMENT

This Agreement shall commence on July 1, 2020, and shall continue in effect until June 30, 2021, unless renewed or otherwise terminated as provided herein. The Board shall review this Agreement and the compensation arrangements provided for herein on or before June 30, 2021, and at least annually thereafter on or before each subsequent fiscal year of CCA.

This Agreement may be terminated without cause upon thirty (30) days prior written notice by either party. This Agreement may be terminated by CCA immediately for cause. For the purposes of this Agreement, cause shall mean conviction of a misdemeanor involving the services provided under this Agreement or conviction of any felony. Cause also shall mean the unexcused failure to satisfactorily perform services required by this Agreement after CCA provides written notice to correct such failure and Contractor continues to fail to satisfactorily perform such services for a period of fifteen (15) days or more. The notice to correct shall specifically describe the services that Contractor has failed to perform satisfactorily. Upon termination without cause, Contractor shall be paid for all services performed to the date of termination.

5. INSURANCE

All required insurance coverages shall be substantiated with a certificate of insurance and must be signed by the insurer or its representative evidencing such insurance to CCA. The auto liability policy shall be endorsed naming CCA as an additional insured. The certificate(s) of insurance and required endorsement shall be furnished to the CCA prior to commencement of work hereunder. Each certificate shall provide for thirty (30) days advance written notice to CCA of any cancellation or reduction in coverage. Said policies shall remain in force through the life of this Agreement and shall be payable on a per occurrence basis only.

Nothing herein shall be construed as a limitation on Contractor's indemnification obligations under Section 14 of this Agreement

Failure to provide and maintain the insurance required by this Agreement will constitute a material breach. In addition to any other available remedies, CCA may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

- 5.1 Commercial Liability Insurance (bodily injury and property damage - \$1,000,000)
- 5.2 Comprehensive Automobile Liability Insurance (\$500,000/accident)
- 5.3 Worker's Compensation Insurance (should employees be hired)

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance or a copy of the Certificate of Consent to Self-Insure shall be provided to CCA prior to commencement of work.

6. NONDISCRIMINATORY EMPLOYMENT

Contractor and/or any permitted subcontractor shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees that Contractor

and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State and local statutes, regulations and ordinances.

7. SUBCONTRACTING

The Contractor shall not subcontract nor assign any portion of the work required by this Agreement without the prior written approval of the Board of Directors of CCA. If Contractor is authorized to hire a subcontractor under this Agreement, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor and shall require subcontractor to name Contractor and CCA as additional insureds. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and forward such evidence of insurance to CCA.

8. ASSIGNMENT

The rights, responsibilities and duties under this Agreement are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the Executive Committee of CCA.

9. BOOKS OF RECORD AND AUDIT PROVISION

Contractor shall maintain on a current basis complete books and records relating to this Agreement. These documents and records shall be retained for at least five years from the completion of this Agreement. Contractor will permit CCA to audit all books, accounts or records relating to this Agreement or all books, accounts or records of any business entities controlled by Contractor who participated in this Agreement in any way. Any audit may be conducted on Contractor's premises or, at CCA's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from CCA. Contractor shall refund any monies erroneously charged within 30 days after such erroneous charges are discovered.

10. OWNERSHIP OF RECORDS

Any and all documents, information and reports prepared by the Contractor in performing services under this Agreement, shall be the property of the CCA. The Contractor may retain copies of these documents. In the event of the termination of this Agreement, for any reason whatsoever, Contractor shall promptly turn over all information, documents, and records to CCA without exception or reservation.

11. RELATIONSHIP BETWEEN THE PARTIES

It is expressly understood that in the performances of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as employees or agents of the CCA. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation. Contractor's authority to act on behalf of CCA shall be defined by a Resolution Conferring Powers by the Board of Directors and Contractor shall have no power or authority to enter into any contracts or other obligations on behalf of CCA unless expressly authorized by the Executive Committee of CCA as appropriate.

12. AMENDMENT

This Agreement may be amended or modified only by written agreement of both parties.

13. JURISDICTION AND VENUE

This Agreement shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Sacramento County, California.

14. INDEMNIFICATION

CCA agrees to indemnify and defend Contractor from any claims and liabilities that arise from the performance of the services required by this Agreement. Contractor agrees to indemnify, defend, and hold harmless CCA, its employees, officers, contractors, consultants and agents, from any claims or liabilities arising from any acts, omissions or other wrongful conduct of Contractor outside the scope of services required by this Agreement.

15. COMPLIANCE WITH APPLICABLE LAWS

The Contractor shall comply with any and all Federal, State and local laws and regulations affecting services covered by this Agreement.

16. FORCE MAJEURE

A Party shall not be considered in breach of or in default under this Agreement on account of, and shall not be liable to the other Party for, any delay or failure to perform its obligations hereunder by reason of fire, earthquake, flood, explosion, strike, riot, war, terrorism, or similar event beyond that party’s reasonable control (each a “Force Majeure Event”); provided, however, if a Force Majeure Event occurs, the affected Party shall, as soon as practicable: (a) Notify the other Party of the Force Majeure Event and its impact on performance under this Agreement; and (b) Use reasonable efforts to resolve any issues resulting from the Force Majeure Event and perform its obligations hereunder.

17. NOTICES

This Agreement shall be managed and administered on CCA’s behalf by the President of the CCA. All invoices shall be submitted to and approved by the President as Contract Manager. All notices shall be given to CCA at the following location:

Contract Manager:	President, California Cannabis Authority
Address:	California Cannabis Authority 1100 K Street Suite 101 Sacramento, CA 95814

Notices shall be given to Contractor at the following address:

Contractor:	Wm. Gregory Turner
Address:	1121 L Street, 7 th Floor Sacramento, CA 95814

18. Entire Agreement: Modification.

This Agreement constitutes the entire agreement and understanding between the Parties regarding the subject matter addressed herein. No modification or extensions of this Agreement shall be effective unless in writing and signed by the parties hereto, excepting therefrom the areas of discretion reserved by CCA as set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

CONTRACTOR

CALIFORNIA CANNABIS AUTHORITY

Wm. Gregory Turner

Supervisor Estelle Fennell
President
California Cannabis Authority

EXHIBIT A
SCOPE OF SERVICES FOR EXECUTIVE DIRECTOR

Under the general direction of the Executive Committee, the Executive Director shall be responsible for the operation and the general management of CCA's activities and services.

The Monthly Retainer shall be: \$2,000 per month, inclusive of any travel and lodging expenses incurred in fulfilling duties as Executive Director.

The Executive Director's specific duties and responsibilities shall include the following:

1. Act as agent of CCA for the administration of all CCA functions and policies;
2. Give direction and leadership to the formulation and achievement of the organization's philosophy, mission, and its annual goals and objectives, including analysis and interpretation of financial and program data relating to CCA activities;
3. Attend meetings of the CCA in person, as needed, or telephonically, and make recommendations on all actions submitted to the Board of Directors or Executive Committee for consideration
4. Work with the Board of Directors, Executive Committee, and staff to develop and implement policies, procedures, and long- range strategic plans;
5. Management of the services provided by any CCA Contractors
6. Oversee administrative, financial and program operations, and all personnel matters (design of staff organizational structure, hiring and firing responsibilities, etc.);
7. Monitor and respond to written and telephonic correspondence in a timely manner;
8. Prepare and, following Board approval, administer the CCA's annual budget, including reviewing and approving disbursements on behalf of CCA, performing a continuous review of CSCDA expenditures throughout the fiscal year to determine that expenditures are necessary and in accordance with CCA policy;
9. Negotiate and ensure compliance with CCA's contracts;
10. Manage overall CCA operations;
11. Pursue growth of Members and Participants while ensuring continued service delivery to existing Members and Participants;
12. Manage and Maintain a close working relationship with other local, state, and federal agencies, as well as representatives of the cannabis industry;
13. Manage CCA's response to Public Records Act requests and coordinate such responses with the General Counsel Administrators
14. Keep informed of trends, issues, events and developments within the cannabis industry as well as state and federal regulation of cannabis, through professional peer contacts, conference attendance, etc.